



# **Executive Council of Physical Therapy and Occupational Therapy Examiners**

333 Guadalupe, Ste 2-510  
Austin, Texas 78701-3942

512/305-6900 • 512/305-6951 fax  
<http://www.ptot.texas.gov>

## **Requirements of Registered Facilities**

**Please refer to the Act and Rules for complete information.**

**All forms are on the website.**

- 1. Therapist in Charge:** A registered facility must have a licensed Therapist in Charge (TIC) on file with the board to supervise occupational therapy or physical therapy services. A licensed occupational therapist must be the TIC to supervise occupational therapy services and a licensed physical therapist must be the TIC to supervise physical therapy services. If you offer both OT and PT services you must have an OT and a PT in charge on file.  
  
**Change in Therapist in Charge:** Should the Therapist In Charge change during the course of the year, a new Therapist In Charge (TIC) form must be filed with the board within 30 days of the change. The departing OT or PT acting in the role of Therapist in Charge should download the TIC form, sign that he or she is no longer the Therapist in Charge and mail or fax that form to the board to notify the board he/she is no longer going to maintain that responsibility.
- 2. Inspection.** Registered facilities are subject to random, on-site inspection by investigators of the board.
- 3. Renewal.** Each registered facility must renew its registration annually prior to the expiration date. The first renewal cycle may be less than one (1) year if synchronized with an existing facility. The facility's registration expiration date may be verified on the board's registration verification page. The board sends out renewal notices 60 days prior to renewal. If you do not receive the renewal notice (postcard) by the first day of the renewal month, contact the board immediately. The facility is responsible for renewing on time with or without notification.
- 4. Display of Registration.** Registered facilities must display the original registration prominently where it may be seen by patients or clients.
- 5. Ownership Change.** Should the ownership change, the facility owner must notify the board in writing within 30 days of the change. The new owner has 30 days to register the new facility.  
**Registration is non-transferable.**
- 6. Synchronizing Renewal Cycles for Multiple Facilities with One Owner.** If you own more than one PT or OT facility, the renewal cycles for those facilities will be synchronized so that all PT or OT renewals can be submitted at one time. If you want your PT & OT facilities synchronized together, submit a request in writing to the Board. For more information about the synchronization process, contact the ECPTOTE Facility Department at 512/305-6900.
- 7. Correspondence.** Please include your facility registration number on all correspondence and documentation.